**School Board Meeting**

**May 28, 2019**

**Call to order**

The regular meeting of the School Board was called to order at 6:46 pm at St. Luke the Evangelist Catholic Church by president Licia Pettit.

Members Present: Sam Knezevic, Dave Niedergeses, Licia Pettit, Kelly Royal, Anna Schaffer.

Members Absent: None

Staff Present: Principal Tonya Eaton, Father Adam Westphal (arrived at 9:05 pm)

**Agenda**

Approved as presented.

Opening Prayer

**Reports**

**Extra-Curricular Activities**

Report Submitted (attached below)

Discussion –

* Innovators Academy - Kelly met with Innovators Academy in Ankeny and provided information on the options they have available for St. Lukes:
  + Family Fun Night
  + Customized Field Trips – can do multiple classes in a day.
  + Board decided to start looking doing a Family Fun Night first to introduce the facility and options to the families, pay on their own – Anna will follow up.
* Coding – still want to offer next year. Look for volunteers by creating duty description and reach out to the Parish and OLIH. Anna to also reach out to other schools and see what they do.
* Debate – What is the difference between Debate and Mock Trail? Anna met briefly with Dowling coordinator so will follow up to answer questions, what is needed to get started for upper grades (6-8). Understand a teacher is preferred to lead the program.
* Battle of the Books – the coordinators in the Diocese are developing a program to use in upper grades that we may want to join. Anna reaching out to the coordinator to see what we need to do.

**Capital Campaign**

Report ???

Discussion: Working with Tri-Council on how to communicate that more money will be needed due to cost increases. Working on final designs to present to the parish. Campaign committee was originally trying to get all bids and plans approved by July 1 to avoid an Ankeny mandated storm shelter that would have been needed after that date at an additional cost of $500,000 +. But Ankeny City Council did not pass this at this time (may potentially come up in October), so Capital Campaign proceeding with current plans.

**Technology**

Report Submitted (attached below)

Discussion: None

**Grants**

No report submitted.

Discussion: None

**Administrator’s Report**

Report Submitted.

Discussion – Next year the Diocese is having monthly profession training for the teachers on one Wednesday a month. This requires early dismissal. We are currently scheduled for 1 pm dismissal on those Wednesdays but due to travel needs, the time needs to be adjusted back to 12:30 pm. This is a loss of 4 hours total off the total school calendar year. But we still have an additional 54 hours built in over the necessary hours needed (equates to about 8 extra days in case of snow/cancellations). School Board was in favor of this change.

This brought up the idea of moving the time on other early dismissal days from currently 11:15 am to the 12:30 pm to match and make it easier for parents. Board requested that Tonya go back to the staff and see if that is feasible and report back to the School Board at the June meeting.

**Finance**

Report Submitted (attached below).

Discussion – Currently trending under budget but until all the reports and information is entered, not positive on where the differences are compared to budget. Hoping with new bookkeeper coming on, the reports will soon be available and all expenses accounted for to date.

**Policy/Handbook**

Report not submitted.

Discussion – slated for further discussion later on the agenda.

**Family School Association**

Report Submitted.

Discussion: None.

**2040 Committee**

Report Not Submitted.

Discussion: Scott was heading it up this committee but had not started anything before his resignation. Board decided to table the committee for now but do want to pick it back up and reassign once a full board is staffed.

**Discussion Items**

**Budget**

Currently budgeted based on 178 children enrolling for 2019-2020. Still need to get 18 more to reach. Discussion centered on whether the proposed budget should be adjusted now, keep as is and if so, when does the board start looking at making cuts if needed/enrollment not reached.

Voting on budget finalization tabled at this time until further information can be obtained from the bookkeeper to get firmer numbers.

FSA has requested a listing of budget items they are expecting to pay for/use their funding for in next year’s budget. Tonya had gathered that this week and will provide to the FSA Executive Council.

**School Classrooms Layout for 2019-2020**

Principal Eaton is currently planning on having the following adjustments to classroom locations for next year. These are semi-firm since plans may change over the summer, but at this time, the plan is:

K-2 – remain as is.

3 – current room and add in what is currently the 4th grade room.

4 – will move into the current art room.

5 – will move into the current meeting room 1.

6, 7, Music and Library – portables.

Spanish and art will be on a portable cart.

These plans will finalize and be communicated closer to the start of the school year after teachers have been hired and more discussion has occurred. Still looking at possible situations.

**Policy/Handbook Updates**

Student Handbook –

* Electronics - adding addition to include all electronic communication devices.
* Modify timing of serving detention (also modified to match in teacher handbook.)

Teacher Handbook – fine tuning of several areas throughout the handbook to provide better clarification. Areas include:

* + Adding visitor policy
  + Powerschool – a program used by the teachers and parents to track student grades and academics. Has not previously been implemented but Dave will follow up with the Diocese administrator and hopefully get it running for next year.
  + Behavior reporting – clarified on how it is reported for the upper grades.
  + Prayer after changing rooms – make sure it is done in the upper grades.
  + Recess clarification – should not be used as a punishment and taken away.
  + Lesson plans need to be provided at least a week ahead to the administrator.
  + Drug education – clarified as part of the science/health/guidance curriculum.
  + Teachers pickup students in the morning at 8:05 am from the gym rather than outside.
  + Library visits by students – clarification on when/whether students need supervision or not.
  + Discipline board members – clarification on what makes up the board.
  + Child Abuse and Mandatory Reporting – cleaning up paragraph language, eliminating duplication.
  + Student Dress Code Enforcement – tabled for next meeting until board has a chance to discuss further with teachers and research current procedures.
  + Cell Phone use – clarification on expectations of use.
  + Teacher response time to parent inquiries – changed from 24 hours to by the end of the next teaching day.
  + Website – added use of Shutterfly by teachers. Tabled for later discussion while researching the appropriate communication system to use – ex. Shutterfly, Google Classroom, etc. that will help the students best prepare for high school and the systems they use.
  + Publicity – look into working more with marketing on how to publicize school events done in the classroom.

**Executive Session**

The Board entered into Executive Session at 9:07 pm. They exited the session at ????

**Next Meeting**

Next regular meeting will be Tuesday, June 25 at 6:30 pm.

**Adjournment**

After prayer, the meeting was adjourned at ????

Minutes submitted by Susan Grebasch, interim School Board Secretary and Licia Pettit, President